



Staff Report

TO: City Council
FROM: Jeff Mohlenkamp, Finance Director
DATE January 5, 2021
SUBJECT: FY 2022 Budget Timeline

Background and Analysis:

The Finance Department has begun the process of preparing the City-wide budget for FY 2022. It will include an update to the Five-Year Capital Improvement Plan (CIP). The proposed timeline for the preparation and adoption of the FY 2022 budget and CIP is as follows:

- **January** - Preparation begins with kickoff meetings for all departments to lay out the process and establish internal timelines.
- **February** - Departments prepare individual budgets and Finance prepares centralized budgets.
- **March** - Review with the departments to address any budget changes and to ensure consistency in preparation and presentation.
- **Early April** - City Manager reviews department budgets and centralized budgets.
- **Mid to late April** - First draft of the operating budget and CIP is presented to City Council for review and input.
- **May** - Any modifications or revisions to the operating budget and CIP are made.
- **June** - Final operating budget and CIP are presented to City Council for adoption.

Note: If significant revisions are directed by the City Council following the April meeting, City staff would recommend a second review meeting in May.

Fiscal Impact:

City staff estimates the cost to prepare this report to be \$195.

Recommended Action:

Receive and file or provide direction to City staff regarding the proposed timeline.